

## Capital Improvement Program (CIP) Development for Small Towns in the Central NH Region

October 28, 2006  
NHOEP Fall Conference



## Presented by

□ Stephanie Alexander,  
Principal Planner



**Central NH Regional  
Planning Commission**  
28 Commercial Street  
Concord, NH 03301  
226-6020  
[www.cnhrpc.org](http://www.cnhrpc.org)

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## CIP Committee Membership

- Aim for 7-9 People
  - Planning Board (2)
  - Town Administration/Staff Person (1)
  - Board of Selectmen (1)
  - Fire Department (1)
  - Police Department (1)
  - Highway Department (1)
  - Conservation Commission (1)
  - School District (1)

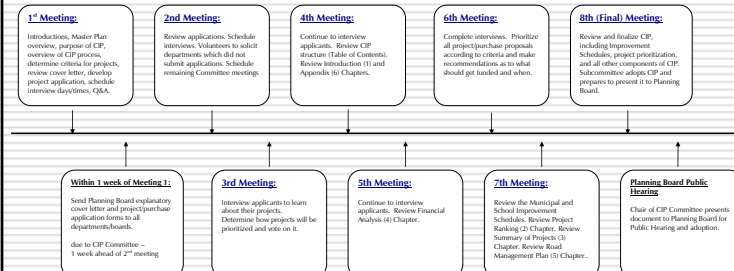
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## Timeline for a CIP

*Chart available in handout*

CIP Committee Time Line  
FOR A NEW CAPITAL IMPROVEMENTS PROGRAM  
Beginning in late spring / early summer

For volunteer Boards with no staff, plan for up to four months to develop and adopt a NEW CIP



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## Meeting 1: What to Accomplish

- ☐ Define Capital Improvements
- ☐ Develop Project Application
- ☐ Develop Cover Letter to  
Boards/Departments/School District
- ☐ Designate Your Coordinator

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## Meeting 1

- ☐ Define "Capital Improvement"
  - What is the project \$ minimum?
  - Useful life of how many years?
  - Non-recurring items
    - ☐ No staff positions
    - ☐ No maintenance items
    - ☐ No annual budget items
  - Any project requiring bond financing

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## Examples of Capital Projects

- |  |  |
|--|--|
| <input type="checkbox"/> Highway Department Grader         | <input type="checkbox"/> Architectural Plans and Engineering Studies |
| <input type="checkbox"/> Police Cruiser                    | <input type="checkbox"/> Recreational Facility Construction          |
| <input type="checkbox"/> Conservation Property Acquisition | <input type="checkbox"/> Property Revaluation                        |
| <input type="checkbox"/> Generator for Town Hall           | <input type="checkbox"/> Sidewalk Installation                       |
| <input type="checkbox"/> Master Plan                       | <input type="checkbox"/> Historic Structure Acquisition              |
| <input type="checkbox"/> Library Renovation                | <input type="checkbox"/> Fire Department SCBA                        |
| <input type="checkbox"/> School Roof Replacement           | <input type="checkbox"/> Zoning Ordinance Redevelopment              |
| <input type="checkbox"/> Waterline Upgrade                 |  |

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## Meeting 1

- ☐ Develop the Project Application
  - Description of the project/purchase
  - Self-ranking: justification for inclusion into CIP
  - Estimated cost
  - Impacts on operating and maintenance
  - Potential funding sources

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## Meeting 1

To: Department Heads or Board/Committee Chairs and School Board  
 From: \_\_\_\_\_, Planning Board and CIP Committee Chair  
 Date: September \_\_\_\_\_, 2005  
 Subject: 2006-2011 Capital Improvements Program Project Solicitation

### ☐ Develop Cover Letters to Boards / Departments and School District

As you may know, the Planning Board is undertaking an effort to develop a Capital Improvements Program (CIP) to help implement the Master Plan. To carry out the development of the CIP, the Planning Board will appoint a CIP Subcommittee to oversee the process at its \_\_\_\_\_ regular meeting.

You were identified as a main contact for your Department, Board, or Committee. The CIP will contain a listing of all capital projects and purchases that may be undertaken by the Town between 2006 and 2011. In order to obtain this information, the Planning Board is requesting that any major purchases that each Department intends to undertake over the next six (6) fiscal years be documented for inclusion into the Town's CIP for consideration during the annual budget process.

For your capital project(s) to be considered in the budgeting process, the submittal of this documentation is essential. Attached to this memorandum are several CIP Project/Purchase Request Applications which should be completed if your Department intends to undertake any capital projects during this six-year time period. Free to make additional copies of the Applications if needed or visit the Town Office to pick up more.

If you need assistance completing your Applications or have questions, please contact \_\_\_\_\_ (phone).

We may contact you to attend one of the early CIP Subcommittee meetings to explain your project(s). The Planning Board, Board of Selectmen, and the CIP Subcommittee sincerely appreciate your assistance with this important community project.

PLEASE RETURN APPLICATIONS BY \_\_\_\_\_, 2005  
 To \_\_\_\_\_

*The back side of this memo contains general information about a CIP and the guidelines for CIP projects.*

#### • Information about the CIP

- Statutory Authority
- Role in Budget Process
- Document is ADVISORY

#### • Information about the Eligible Projects

- Definition of "Capital Improvement"
- Examples of Projects

Full letter available in handout

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## Homework for Meeting 2: Solicit Applications

### ☐ Distribute Packets ☐ Collect Applications

Head / Chair	Person to Distribute Packet to	Project Applications		Comments
		Distributed Date	Submitted Date	
Board of Assessors				
Board of Selectmen				
Cemetery Trustee				
Code Enforcement Officer / Building Inspector				
Conservation Commission				
Health Officer / Human Services Director				
Historical Society				
Etc....				
Don't Forget: School District!				

Full table available in handout

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## Homework for Meeting 2: Develop Spreadsheet of All Projects Received

App # 2005-	DEPARTMENT REQUESTS and PROJECT TITLE	Applicant			Committee		
		Proposed Year	Applicant Priority	Rationale Rank 0-10	Estimated Cost	Priority Rank 1-5	Fiscal Year Priority
POLICE DEPARTMENT							
2	IMC Reporting System/Call for Service Upgrade	2006-2008	2	4	\$13,200		
1	Police Cruiser Replacement (marked patrol sedan)	2007	1	4	\$30,000		
FIRE/RESCUE DEPARTMENT							
6	Class A Engine	2006	2	6	\$200,000		
7	Self-Contained Breathing Apparatus	2006	1	8	\$100,000		
HIGHWAY DEPARTMENT							
16	ED Road Reconstruction (Phase 1)	2006	1	8	\$150,000		
20	Loader Replacement (3.5 yard capacity)	2006	1	4	\$100,000		
PLANNING BOARD							
29	Revisit of Zoning Ordinance	2007	-	4	\$10,000		
30	GIS System (Software & Hardware)	2008	-	3	\$10,000		
BOARD OF SELECTMEN							
10	Public Safety Building	2009	1	6	\$2,500,000		
31	Ro-Roof Town Hall	2006	1	2	\$30,000		
SCHOOL DISTRICT - not requiring ranking							
355	School Improvements Phase II	2009-10	school FY		\$14,490,000		
365	School Improvements Phase III	2010-11	school FY		\$1,540,000		

Full table available in handout

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## Meeting 2: What to Accomplish

### ☐ Review Applications Received

### ☐ Schedule Interviews

### ☐ Schedule Remaining Committee Meetings

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## Meeting 2

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- ☐ Review Applications Received
  - Make a list of questions for each application
  - Develop a plan to obtain remaining applications
- ☐ Schedule Interviews
  - Pre-determined dates from the Application
- ☐ Schedule Remaining Committee Meetings

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## Meeting 3: What to Accomplish

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- ☐ Hold Interviews
- ☐ Determine Project Prioritization Process
- ☐ Vote on Process Chosen

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## Meeting 3

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- ☐ Hold Interviews
  - Limit speakers' time as needed
    - ☐ Example: allocate 30 minutes per Dept regardless of # of applications received
  - Ask questions to clarify application
  - Make sure you have a clear understanding of the cost, desired timeframe, and necessity of project

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## Meeting 3

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- ☐ Determine Project Prioritization Process
  - Goal – How to gauge which projects are more important than another
  - Are the projects consistent with the Master Plan?
    - ☐ Community Facilities Chapter?
    - ☐ Land Use Chapter?
    - ☐ Transportation Chapter?
    - ☐ Recreational Facilities Chapter?
    - ☐ Conservation Chapter?

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## Meeting 3

### ☐ Determine Project Prioritization Process

#### ■ Project Priority

- ☐ 1 – project requires more study
- ☐ 2 – project may be needed in the future
- ☐ 3 – project is highly desirable, not just yet
- ☐ 4 – project is needed now
- ☐ 5 – project corrects immediate deficiency

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## Meeting 3

### ☐ Determine Project Prioritization Process

- Fiscal Year Desired provided by Applicants
- Priority for Each Year provided by Applicants
- Rationale Score provided by Applicants

### ☐ Voted Upon Process for Prioritizing Projects

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### Homework for Meeting 4:

## Develop Structure of the CIP

CERTIFICATE OF ADOPTION.....  
ACKNOWLEDGEMENTS.....

#### CHAPTER 1. INTRODUCTION

HISTORY OF TOWN'S 2006-2011 CAPITAL IMPROVEMENTS PROGRAM (CIP).....  
PURPOSE AND USE OF THE CIP.....  
THE CIP PROCESS.....  
SCOPE OF THE CAPITAL IMPROVEMENTS PROGRAM.....

#### CHAPTER 2. CAPITAL IMPROVEMENT PROJECT PRIORITY RANKING

PROJECT/PURCHASE RANKING SYSTEM.....  
FINAL PRIORITIZED PROJECTS AND RANKINGS.....

#### CHAPTER 3. SUMMARY OF PROJECTS, FY-2006 – FY-2011

PROJECTS OVERVIEW.....  
MUNICIPAL IMPROVEMENTS SCHEDULE.....  
SCHOOL DISTRICT IMPROVEMENTS SCHEDULE.....

#### CHAPTER 4. FINANCIAL ANALYSIS

EXPLANATION OF TERMINOLOGY.....  
BONDED INDEBTEDNESS..... *Full TOC available in handout*  
ANNUAL ASSESSMENTS.....  
TAX RATE TRENDS AND COMPARISONS.....  
ANTICIPATED FINANCIAL IMPACTS OF PROJECTS.....

#### CHAPTER 5. ROAD MANAGEMENT PLAN.....

#### CHAPTER 6. APPENDIX

METHODS OF FINANCING CAPITAL IMPROVEMENTS.....  
RELEVANT STATE STATUTES FOR CAPITAL IMPROVEMENTS.....  
PROJECT/PURCHASE APPLICATION FORM SAMPLE.....

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### Homework for Meeting 4:

## Write Introduction and Appendix

### ☐ Write Introduction Chapter (1)

- PB authorization to develop CIP
- Explains what a CIP can and cannot do
- Process undertaken
- Scope (time-frame) of the CIP, usually 6 years

### ☐ Write Appendix Chapter (6)

- Methods to finance projects
- Insert State Statutes

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## Meeting 4: What to Accomplish

- ☐ Continue Holding Interviews
- ☐ Review CIP Structure (Table of Contents)
- ☐ Review Introduction Chapter (1)
- ☐ Review Appendix Chapter (6)

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### Homework for Meeting 5:

## Collect Information for Financial Analysis

### ☐ Bonded Indebtedness

#### Goal – How Much \$ is Available for New Debt?


- **Town Bond Debt - Municipal Finance Act (RSA 33:4a & 4b)**
  - ☐ Establishes the limit of bonded indebtedness a municipality can incur for **municipal expenses** (3% of the equalized valuation) and for **school district improvements** (7% of the equalized valuation). Water projects, the portion of sewer projects financed by users, and tax anticipation notes are excluded from the calculation of indebtedness.
- **School Bond Debt - (RSA 195:6)**
  - ☐ Towns participating in a **cooperative school district** can incur bonded indebtedness for school improvements up to **10%** of its equalized valuation.

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### Homework for Meeting 5:

## Collect Information for Financial Analysis

### ☐ Bonded Indebtedness



Town Bonds	2006	2007	2008	2009	2010	2011	Total
Town Hall Construction Bond	\$54,575	\$53,375	\$51,875	\$50,375	\$48,875	\$42,375	\$301,450
Landfill Closure Bond	\$32,925	\$31,950	\$30,975	\$0	\$0	\$0	\$95,850
Bridge Bond	\$19,800	\$19,040	\$18,274	\$17,520	\$16,760	\$0	\$91,394
<b>TOTAL TOWN</b>	<b>\$107,300</b>	<b>\$104,365</b>	<b>\$101,124</b>	<b>\$67,895</b>	<b>\$65,635</b>	<b>\$42,375</b>	<b>\$488,694</b>

School Bonds	2006	2007	2008	2009	2010	2011	Total
High School Build Lot A	\$136,070	\$127,380	\$118,690	\$0	\$0	\$0	\$382,140
High School Build Lot B	\$135,960	\$127,380	\$118,690	\$0	\$0	\$0	\$382,030
Middle School Renovations	\$60,874	\$57,250	\$53,624	\$0	\$0	\$0	\$171,748
Elementary School Renovations	\$60,874	\$57,250	\$53,624	\$0	\$0	\$0	\$171,748
New Middle School	\$1,290,103	\$1,266,053	\$1,240,153	\$1,212,403	\$1,182,803	\$1,153,203	\$7,344,718
<b>TOTAL SCHOOL</b>	<b>\$1,683,881</b>	<b>\$1,635,313</b>	<b>\$1,584,781</b>	<b>\$1,212,403</b>	<b>\$1,182,803</b>	<b>\$1,153,203</b>	<b>\$8,452,384</b>
<b>Share of School Debt (25%)</b>	<b>\$420,970</b>	<b>\$408,828</b>	<b>\$396,195</b>	<b>\$303,100</b>	<b>\$295,700</b>	<b>\$288,300</b>	<b>\$2,113,096</b>
<b>Total Bond Payments</b>	<b>\$528,270</b>	<b>\$513,193</b>	<b>\$497,319</b>	<b>\$370,995</b>	<b>\$361,335</b>	<b>\$330,675</b>	<b>\$2,601,790</b>


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### Homework for Meeting 5:

## Collect Information for Financial Analysis

### ☐ Bonded Indebtedness

- Prior Table's figures only run through the end of the CIP, 2011
- Calculate existing debt through the end of bond's life to obtain Existing Debt



Equalized Valuation, 2004	Maximum Bonding Capacity	Existing Debt	Available Bonding Capacity
		<b>\$180,215,719</b>	
Town (3%)	\$5,406,472	\$926,381	<b>\$4,480,091</b>
Local School (10%)	\$18,021,571	\$13,910,000	<b>\$4,111,571</b>

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## Homework for Meeting 5:

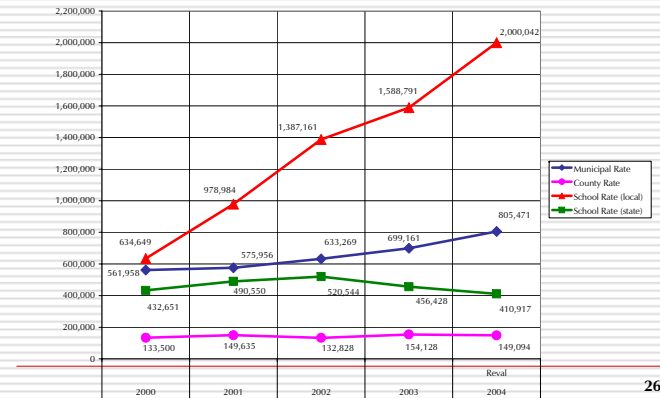
**Collect Information for Financial Analysis**☐ Annual Assessments

Goal – How much \$ is being raised to accommodate the budget?

	2000	2001	2002	2003	2004 Revaluation
Valuation before Exemptions	70,471,586	71,162,118	72,307,565	74,974,910	182,466,297
Exemptions (Blind, Elderly)	576,300	579,280	508,300	516,800	644,223
<b>Net Property Valuation</b>	<b>69,895,286</b>	<b>70,582,838</b>	<b>71,799,265</b>	<b>74,458,110</b>	<b>181,822,074</b>
Municipal Rate	8.04	8.16	8.82	9.39	4.43
<b>raised</b>	<b>561,958</b>	<b>575,956</b>	<b>633,269</b>	<b>699,161</b>	<b>805,471</b>
County Rate	1.91	2.12	1.85	2.07	0.82
<b>raised</b>	<b>133,500</b>	<b>149,635</b>	<b>132,828</b>	<b>154,128</b>	<b>149,094</b>
School Rate (local)	9.08	13.87	19.32	21.33	11.00
<b>raised</b>	<b>634,649</b>	<b>978,984</b>	<b>1,387,161</b>	<b>1,588,791</b>	<b>2,000,042</b>
School Rate (state)	6.19	6.95	7.25	6.13	2.26
<b>raised</b>	<b>432,651</b>	<b>490,550</b>	<b>520,544</b>	<b>456,428</b>	<b>410,917</b>
<b>Total Tax Rate</b>	<b>25.22</b>	<b>31.1</b>	<b>37.24</b>	<b>38.92</b>	<b>18.51</b>
<b>Total Assessments</b>	<b>\$1,762,759</b>	<b>\$2,195,126</b>	<b>\$2,673,804</b>	<b>\$2,897,909</b>	<b>\$3,365,526</b>

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## Homework for Meeting 5:

**Collect Information for Financial Analysis**☐ Annual Assessments

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## Homework for Meeting 5:

**Collect Information for Financial Analysis**☐ Overall Tax Rate Comparisons

Goal - How much \$ would taxpayers be willing to spend on projects?

	2000	2001	2002	2003	2004	2005*
<b>Tax Rate</b>	<b>\$25.22</b>	<b>\$31.10</b>	<b>\$37.24</b>	<b>\$38.92</b>	<b>\$18.51</b>	n/a
<b>Full Value Tax Rate</b>	<b>\$19.66</b>	<b>\$23.68</b>	<b>\$21.77</b>	<b>\$21.78</b>	<b>\$18.63</b>	n/a
<b>Assessment Ratio</b>	<b>80</b>	<b>77</b>	<b>58.4</b>	<b>56</b>	<b>100</b>	n/a

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## Homework for Meeting 5:

**Collect Information for Financial Analysis**☐ Abutting Communities' Comparison

Goal – Obtain perspective by comparing to neighboring towns.

	Total Tax and Full Value Tax Rates, 2004							
	2000 US Census Population	Municipal	County	Local School	State School	Total Tax	Equal. Ratio	Full Value Tax Rate
Town	2,449	6.61	0.93	8.91	2.48	18.93	100	\$18.26
Town	1,401	5.88	1.02	8.91	2.35	18.16	97.8	\$17.58
<b>CIP Town</b>	<b>1,875</b>	<b>4.43</b>	<b>0.82</b>	<b>11.00</b>	<b>2.26</b>	<b>18.51</b>	<b>100</b>	<b>\$18.63</b>
Town	1,480	5.21	1.11	10.07	2.49	18.88	86.9	\$16.50
Town	4,433	11.82	3.77	24.38	5.22	45.19	49.5	\$22.21
Town	4,928	10.77	2.09	23.5	4.74	41.1	44.5	\$18.65
Town	7,776	2.86	1.83	18.19	4.72	27.6	54.1	\$14.84

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## Meeting 5: What to Accomplish

- ☐ Hold Interviews
- ☐ Review Financial Analysis Chapter (4)
  - Bonded Indebtedness
  - Annual Assessments
  - Overall Tax Rate Comparisons
  - Abutting Communities' Comparison

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Homework for Meeting 6 (although review in Meeting 7):

## Road Management Plan

- ☐ Many road projects submitted for the CIP end up in Road Management Plan (maintenance vs. capital expenditure)
- ☐ Develops baseline road information, costs, and improvement schedules for each road in a town
- ☐ "Paves" the way for road impact fees or exactions

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Homework for Meeting 6 (although review in Meeting 7):

## Road Management Plan

- ☐ Develop a table of every road in town by class
- ☐ Input from Road Agent is critical!

Class V Road	Approx Length (Miles)	Surface	Condition	Improvements to be Performed	Year to Begin Improvements	Estimated Cost of Improvement
ED Road Reconstruction	3.7	Asphalt	Poor	Complete Rebuild	Phase I 2006	\$150,000
					Phase II 2007	\$150,000
					Phase III 2008	\$160,000
					Phase IV 2009	\$165,000
Road	0.68	Gravel	Poor	Continue to Add Gravel	Annual/As Needed	From budget
Road	0.5	Gravel	Fair	Continue to Add Gravel	Annual/As Needed	From budget
Road	0.3	Asphalt	Good	Continue Crack Seal	Annual/As Needed	\$780
Road	1.45	Gravel	Fair	Continue to Add Gravel	Annual/As Needed	From budget
Road	0.35	Asphalt	Poor	Rebuild	After 2009	\$47,950
Road	0.5	Gravel	Poor	Continue to Add Gravel	Annual/As Needed	From budget
Road	0.05	Asphalt	Fair	Rebuild - Shim	After 2009	\$6,875
Road	0.45	Gravel	Fair	Continue to Add Gravel	Annual/As Needed	From budget
Road	0.75	Gravel	Good	Should be Paved	After 2009	\$90,000
Road	0.95	Asphalt	Fair	Partial Rebuild	After 2009	\$130,000

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Homework for Meeting 6 (although review in Meeting 7):

## Road Management Plan

- ☐ Include Class VI and Private Roads
  - Indicate road length, surface type, and condition
- ☐ Include State Roads
  - Use NH Department of Transportation Sources

Class I & II Road	Approx Length (Miles)	Surface	Improvements to be Performed	Year to Begin Improvements	Estimated Cost of Improvement
Route	6.9	Asphalt	Recently Repaved	n/a	n/a
Route	0.7	Asphalt	Surface - Poor	n/a	n/a

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## Meeting 6 – What to Accomplish

- ☐ Finish Holding Interviews
- ☐ Prioritize the Projects

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## Meeting 6

- ☐ Prioritize the Projects
  - Discuss merits of each project in depth
  - Use criteria previously voted upon in Meeting 3
  - Determine the year each project will fit in
  - Determine whether road improvement projects will be ranked, or whether they will be placed in a Road Management Plan

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## Meeting 6

- ☐ Prioritize the Projects

Full table available in handout

App # 2005	DEPARTMENT REQUESTS and PROJECT TITLE	Applicant			Committee	
		Proposed Year	Applicant Priority	Rationale Rank 0-10	Estimated Cost	Priority Rank 1-5 Fiscal Year Priority
POLICE DEPARTMENT						
2	DMC Reporting System/Call for Service Upgrade	2006-2008	2	4	\$13,200	3 2005
3	Police Cruiser Replacement (marked patrol sedan)	2007	1	4	\$30,000	3 2009
FIRE/RESCUE DEPARTMENT						
6	Class A Engine	2006	2	6	\$200,000	2 2006-2009
7	Self-Contained Breathing Apparatus	2006	1	8	\$100,000	4-5 2006
HIGHWAY DEPARTMENT						
16	ED Road Reconstruction (Phase 1)	2006	1	8	\$150,000	3 2008
20	Loader Replacement (3.5 yard capacity)	2006	1	4	\$100,000	3 2008
PLANNING BOARD						
29	Rewrite of Zoning Ordinance	2007	-	4	\$10,000	5 2006
30	CIS System (Software & Hardware)	2008	-	3	\$10,000	3 2007
BOARD OF SELECTMEN						
19	Public Safety Building	2009	1	6	\$2,500,000	5 2009-2028
31	Re-Roof Town Hall	2006	1	2	\$30,000	5 2006
SCHOOL DISTRICT - not requiring ranking						
355	School Improvements Phase II	2009-21 (school FY)			\$14,490,000	2009-2011
368	School Improvements Phase III	2010-21 (school FY)			\$1,540,000	2010-2011

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### Homework for Meeting 7:

## Develop Municipal Improvement Schedule

- ☐ Identify Payments into Capital Funds to Include Projects Already Underway (no application submitted)
  - Bond Payments
  - Capital Reserves
  - Lease Purchases
  - Expendable Trusts Funds

More Projects!

Title of Project	Intended Year(s)	Total Estimated Cost
2005-A Wet/Dry Hydrant System	2006	\$12,000
2005-B Turnout Gear	2006, 2008	\$30,000
2005-C Pumper Refurbish	2009	\$20,000
2005-D Pickup Truck	2009	\$25,000
2005-E Grader	2003-2007	\$175,000
2005-F 10-Wheeler	2004-2007	\$140,000
2005-G Town Hall Construction	2005-2024	\$550,000
2005-H Landfill Closure (Bond)	2008-2008	\$150,000

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## Homework for Meeting 7:

## Develop Municipal Improvement Schedule

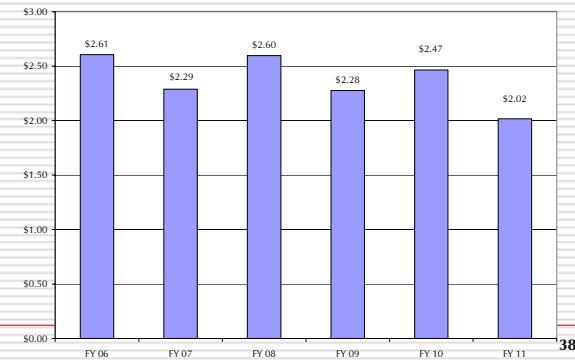
Applicable DEPARTMENTS AND CAPITAL PURCHASES/EXPENDITURES	Anticipated Cost	Methods of Financing / Notes	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	TOTAL 2006 - 2011
<b>POLICE DEPARTMENT</b>									
2006-2007 Acquisition of new patrol vehicles	\$11,000	Property Tax	\$4,400	\$4,400	\$4,400				\$13,200
2007-2008 Police Computer System Upgrade	\$10,000	Police - Property Tax							\$10,000
<b>POLICE DEPARTMENT Subtotal</b>	<b>\$11,000</b>		<b>\$4,400</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,200</b>
<b>FIRE - RESCUE DEPARTMENT</b>									
2006-2007 Fire & Engine	\$100,000	Property Tax	\$30,000	\$30,000	\$30,000				\$90,000
2007-2008 Fire & Engine	\$100,000	Property Tax							\$100,000
2007-2008 Fire & Engine	\$100,000	Property Tax							\$100,000
<b>FIRE - RESCUE DEPARTMENT Subtotal</b>	<b>\$300,000</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>
<b>WATER DEPARTMENT</b>									
2006-2007 Water Department (1.5 year capacity)	\$100,000	Property Tax	\$30,000	\$30,000	\$30,000				\$90,000
2007-2008 Water Department (1.5 year capacity)	\$100,000	Property Tax							\$100,000
<b>WATER DEPARTMENT Subtotal</b>	<b>\$200,000</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,000</b>
<b>PLANNING BOARD</b>									
2006-2007 Planning Board (1.5 year capacity)	\$10,000	Property Tax	\$3,000	\$3,000	\$3,000				\$9,000
2007-2008 Planning Board (1.5 year capacity)	\$10,000	Property Tax							\$10,000
<b>PLANNING BOARD Subtotal</b>	<b>\$20,000</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
<b>BOARD OF SELECTMEN</b>									
2006-2007 Board of Selectmen (1.5 year capacity)	\$10,000	Property Tax	\$3,000	\$3,000	\$3,000				\$9,000
2007-2008 Board of Selectmen (1.5 year capacity)	\$10,000	Property Tax							\$10,000
<b>BOARD OF SELECTMEN Subtotal</b>	<b>\$20,000</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
<b>CERTIFICATE COMMITTEE</b>									
2006-2007 Certificate Committee (1.5 year capacity)	\$10,000	Property Tax	\$3,000	\$3,000	\$3,000				\$9,000
2007-2008 Certificate Committee (1.5 year capacity)	\$10,000	Property Tax							\$10,000
<b>CERTIFICATE COMMITTEE Subtotal</b>	<b>\$20,000</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
<b>WATER RESERVE FUND</b>									
2006-2007 Water Reserve Fund (1.5 year capacity)	\$10,000	Property Tax	\$3,000	\$3,000	\$3,000				\$9,000
2007-2008 Water Reserve Fund (1.5 year capacity)	\$10,000	Property Tax							\$10,000
<b>WATER RESERVE FUND Subtotal</b>	<b>\$20,000</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>
<b>PRELIMINARY TOTAL</b>			<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>PRELIMINARY IMPACT ON TOWN TAX RATE (\$ per \$1000)</b>			<b>\$2.61</b>	<b>\$2.29</b>	<b>\$2.60</b>	<b>\$2.28</b>	<b>\$2.47</b>	<b>\$2.02</b>	
<b>NET IMPACT ON TOWN TAX RATE (\$ per \$1000)</b>			<b>\$2.61</b>	<b>\$2.29</b>	<b>\$2.60</b>	<b>\$2.28</b>	<b>\$2.47</b>	<b>\$2.02</b>	

Full table available in handout

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## Homework for Meeting 7:

## Develop Municipal Improvement Schedule

☐ Bar Chart of Net \$ Impact Per Year (per \$1,000 of valuation)


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## Homework for Meeting 7:

## Develop School Improvement Schedule

☐ Identify Payments into Capital Funds

- Bond Payments
- Capital Reserves
- Lease Purchases
- Expendable Trusts Funds

Another School Project?

Year Created	Fund Name	Balance on January 1, 2004	2005 Addition	Warrant Article # 2005	Anticipated Termination Year
2002	Elementary School CRF	\$60,000	\$0	#3	2010

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## Homework for Meeting 7:

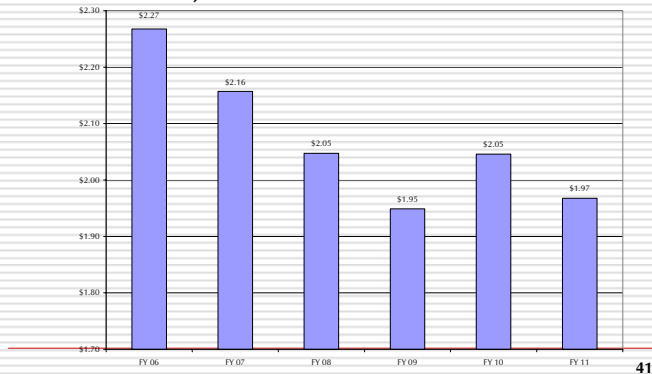
## Develop School Improvement Schedule

Applicable DEPARTMENTS AND CAPITAL PURCHASES/EXPENDITURES	Anticipated Cost	Methods of Financing / Notes	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	TOTAL 2006 - 2011
<b>SCHOOL DISTRICT @ 25% SHARE</b>									
2005-2006 School Improvements Phase II	\$14,490,000	Bond, Building Aid 50%				\$82,000	\$82,000	\$82,000	\$246,000
2005-2006 School Improvements Phase III	\$1,540,000	Bond, Building Aid 50%				\$15,000	\$15,000	\$15,000	\$45,000
<b>SCHOOL DISTRICT @ 25% SHARE Subtotal</b>	<b>\$16,030,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$82,000</b>	<b>\$82,000</b>	<b>\$246,000</b>
<b>BOND PAYMENTS @ 25% SHARE OF DISTRICT</b>									
High School Build Out Bond 1980-2000	\$2,350,000		\$316,018	\$316,018	\$316,018	\$0	\$0	\$0	\$948,054
High School Build Out Bond 1980-2000	\$2,350,000		\$316,018	\$316,018	\$316,018	\$0	\$0	\$0	\$948,054
Middle School Renovations Bond 1980-2000	\$1,000,000		\$115,219	\$115,219	\$115,219	\$0	\$0	\$0	\$345,657
Elementary School Renovations Bond 1980-2000	\$1,000,000		\$115,219	\$115,219	\$115,219	\$0	\$0	\$0	\$345,657
New Middle School Bond 2002-2024	\$14,750,000		\$122,526	\$122,526	\$122,526	\$122,526	\$122,526	\$122,526	\$750,000
<b>BOND PAYMENTS @ 25% SHARE Subtotal</b>	<b>\$16,030,000</b>		<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$2,425,000</b>
<b>PRELIMINARY TOTAL</b>			<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$680,000</b>	<b>\$2,425,000</b>
<b>PRELIMINARY IMPACT ON SCHOOL TAX RATE</b>			<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	
<b>NET IMPACT ON TOWN'S LOCAL SCHOOL TAX RATE (\$ per \$1000)</b>			<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	<b>\$2.27</b>	

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**Homework for Meeting 7:****Develop School Improvement Schedule**

- ☐ **Bar Chart of Net \$ Impact Per Year (per \$1,000 of valuation)**



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**Homework for Meeting 7:****Project Ranking & Summary of Projects Chapters**

- ☐ **Write Project Ranking Chapter (2)**
- Discusses Applicant self-ranking system
  - Discusses criteria adopted by the Board
  - Will contain final Prioritization spreadsheet
- ☐ **Write Summary of Projects Chapter (3)**
- Provides overview of the projects
  - Summarizes each project by Department/Board
  - Will contain final Improvement Schedules

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**Meeting 7 – What to Accomplish**

- ☐ **Review Drafts of Improvement Schedules**
- ☐ **Review Project Ranking Chapter (2)**
- ☐ **Review Summary of Projects Chapter (3)**
- ☐ **Review Road Management Plan Chapter (5)**

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**Meeting 7**

- ☐ **Review Drafts of Improvement Schedules**
  - **Municipal Improvement Schedule**
    - ☐ Review years and revise if needed
    - ☐ Check for formula errors
  - **School Improvement Schedule**
    - ☐ School schedule should not be changed by Committee
    - ☐ Check for formula errors

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## Meeting 7

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- ☐ Review Project Ranking Chapter (2)
- ☐ Review Summary of Projects Chapter (3)
- ☐ Review Road Management Plan Chapter (5)
  - Ensure that years for improvement of town roads correlate with:
    - ☐ Master Plan
    - ☐ Road Agent priorities
    - ☐ Submitted CIP road improvement Applications

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## Homework for Meeting 8:

### Develop Narrative Description of Tables

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- ☐ Write Brief Analysis of All Data (Tables, Charts) Contained in the CIP
- ☐ Revise Improvement Schedules
- ☐ Revise Document as Needed

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## Meeting 8 – What to Accomplish

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- ☐ Finalize Improvement Schedules
- ☐ Finalize Project Prioritization
- ☐ Review the Entire CIP Document
- ☐ CIP Committee Adopts CIP (with Revisions if needed)
- ☐ Prepare for Planning Board Public Hearing

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## Meeting 8

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- ☐ Finalize Improvement Schedules
  - Municipal Schedule
  - School Schedule
- ☐ Finalize Project Prioritization
  - Tied to any changes made in Improvement Schedules

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## Meeting 8

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- ☐ Review CIP Document in Its Entirety
  - Make revisions where needed
  - Note where changes are tied to other tables, text in the document!
- ☐ CIP Committee Adopts CIP with Revisions as Discussed
- ☐ CIP Committee Prepares its Presentation to the Planning Board for Public Hearing

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## Homework for Public Hearing:

### Prepare for Planning Board

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- ☐ Get on the Planning Board Agenda
- ☐ Develop Public Hearing Notice
- ☐ Develop Advance Copies for Planning Board and Public Review

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## Planning Board Public Hearing

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- ☐ Public Hearing Notice Has Been Duly Posted
- ☐ Committee Makes Presentation to Planning Board
- ☐ Planning Board Adopts CIP
- ☐ Planning Board Signs Certificate of Adoption
- ☐ Copies of the Adopted CIP are Distributed

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## Final Thoughts on CIPs

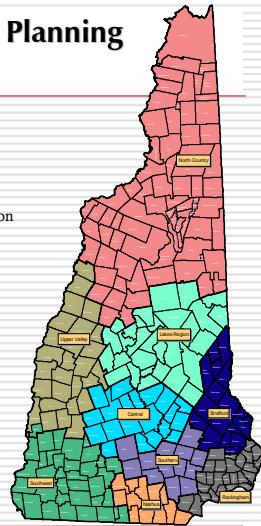
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- ☐ CIPs Should be Updated Yearly
- ☐ There is No Set Method to Producing a CIP
- ☐ Help is available!
  - A limited number of CDs is available here with the forms and spreadsheets in Word and Excel format, or visit NH OEP website
  - Contact your local Regional Planning Commission for guidance

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## Assistance from your Regional Planning Commission (RPC)

- 1 - North Country Council
- 2 - Lakes Region Planning Commission
- 3 - Upper Valley Lake Sunapee Regional Planning Commission
- 4 - Southwest Region Planning Commission
- 5a - Central New Hampshire Regional Planning Commission
- 5b - Southern New Hampshire Planning Commission
- 5c - Nashua Regional Planning Commission
- 6 - Rockingham Planning Commission
- 7 - Strafford Regional Planning Commission



Nine New Hampshire RPCs

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## Contact Info:

□ **Stephanie Alexander,**  
Principal Planner  
email: [salexander@cnhrpc.org](mailto:salexander@cnhrpc.org)



**Central NH Regional  
Planning Commission**  
28 Commercial Street  
Concord, NH 03301  
**226-6020**  
**[www.cnhrpc.org](http://www.cnhrpc.org)**



NH OEP website: <http://nh.gov/oep>

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